

OPTION SET DECISION CHART (3.B)

If the employee... them	then place in one of these option sets...	...with these credit limits		
		Purchase	CBA Travel	IBA Travel
- Does purchasing for the office, - Does not have a Contracting Officer (CO) warrant, and - Travels on government business (See Note 1 below)	3710	\$2,500 (\$2,500)	\$2,500	\$4,000
	3712	\$20,000 (\$2,500)	\$10,000	\$10,000
	3713	\$50,000 (\$2,500)	\$10,000	\$10,000
- Does purchasing for the office, - Has a CO warrant, and - Travels on government business (See Note 1 below)	3711	\$300,000 (\$25,000)	\$5,000	\$10,000
	3714	\$500,000 (No SPL)	\$15,000	\$20,000
	3716	\$200,000 (\$10,000)	\$5,000	\$10,000
- Does purchasing for the office, - Does not have a CO warrant, and - Does not travel on government business (See Note 1 below)	3720	\$50,000 (\$2,500)		
	3721	\$10,000 (\$2,500)		
	3722	\$2,500 (\$2,500)		
- Does not do purchasing and - Travels on government business	3730		\$2,500	\$4,000
	3731		\$10,000	\$10,000
	3732		\$2,500	\$2,000
- Functions as a team lead or crew chief for fire, cadastral survey, or wild horse and burro crews , and - Must be able to purchase meals, lodging, and supplies for the crew while traveling (See notes 1 and 2 below)	3760	\$200,000 (\$2,500)		
	3761	\$300,000 (\$10,000)		
	3762	\$500,000 (No SPL)		

Notes:

1 - The first number in the “Purchase” column is the monthly credit limit. The “Single Purchase Limit (SPL)” is shown in parentheses under the purchase credit limit.

2 - Employees should not be assigned option sets 3760, 3761, and 3762 permanently. These three option sets are differentiated by changes in the SPL assigned. For further guidance on the assignment of “team lead” or “crew chief” option sets, see BLM Manual Section 1512 - Charge Cards and Convenience Checks for Travel, Purchase, Fleet and Uniforms; Paragraph .5 – Crew Chief Option Sets.

CBA – Centrally Billed Account

IBA – Individually Billed Account